

United States Bankruptcy Court - Western District of Virginia

Reference Guide

Transfer of Claim - The process of transferring a claim interacts with the claims register.

Step	Action
1	Select Bankruptcy > Claim Actions . Enter the Case Number - Next .
2	Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select Transfer of Claim - Next . Bypass Joint Filing with other Attorney(s) - Next .
3	At Select the Party screen highlight party or Add/Create New Party . <ul style="list-style-type: none">• Search by SSN/ITIN or type last name in Last/Business name field - Search. Highlight and Select name from list OR• If no match found - Create New Party.• Type information in appropriate fields and select party role - Submit.• The party should be highlighted - Next.
4	Select Browse to locate and verify the PDF document you wish to file. Select Open to attach the PDF - Next .
5	Enter transferee . <ul style="list-style-type: none">• Choose Search Creditors.• If there is a match, highlight the creditor. Select.• If the creditor is not listed, Close and select Add New Creditor. Enter name and address - Submit.
6	The transferor , who originally filed the claim, should be located in the creditor database. <ul style="list-style-type: none">• Choose Search Creditors.• If there is more than one match, select the correct one.• Once this creditor claimant is selected, the name and claim number will appear in the transferor section of the screen.• If more than one claim is being transferred, repeat 6 - Next.
7	At Claim Status highlight Transfer - Next .
	Verify Docket Text - Next . The Notice of Electronic Filing screen appears and your transaction is complete.